

Town of Vernon

Administrative/Temporary Event Permit Application

General Information

- The following activities are allowed in a PDET District with either an administrative or a temporary event permit:

Fairs	Sporting Events	Concerts
Fireworks	Craft Shows	Car Shows
- An administrative permit is required for events that are no more than one day in duration and attendance shall be no more than 8000 persons. An administrative permit application shall be submitted at least 60 days before the first use for which the permit is sought is to commence.
- A temporary event permit is required for any event that is likely to exceed 8000 persons in attendance or have a duration of more than 24 hours. A temporary event permit application shall be submitted at least 120 days before the first use for which the permit is sought is to commence.
- **A permit application will not be approved by this office unless the attached application form is completed and submitted, including, all documentation required to show compliance with the Code of the Town of Vernon §139-31 and all fees have been paid.**
- No permit shall be issued unless the applicant shall furnish the Town with a comprehensive liability insurance policy insuring the Town against liability for damages to person or property with limits of not less than \$1,000,000 for bodily injury or death, and not less than \$500,000 for property damage, sufficient in form to save the Town harmless from any liability or cause of involvement on the part of the Town having to do directly or indirectly with the issuance of the permit or activities conducted by virtue of the permit.

Fees

Administrative Permit: Permit application shall be accompanied by a fee of \$500 in two separate checks issued to the Town of Vernon in the amount of \$250 each.

Temporary Event Permit: Permit application shall be accompanied by a fee of \$1,000 in two separate checks to the Town of Vernon in the amount of \$500 each.

\$250 of the \$500 application fee and \$500 of the \$1000 application fee shall be refunded to the applicant upon completion of the use in question in substantial compliance with all applicable federal, state, county and Town laws, ordinances rules and regulations, and also having complied substantially with all representations made by the applicant with respect to the nature and extent of the use for which the permit was granted.

Fireworks Permit: Permit application shall be accompanied by a fee of \$275 in two separate checks issued to the Town of Vernon. One check for \$25 for the permit and one check for \$250 which will be refundable as explained above.

Town of Vernon
Administrative/Temporary Event Permit Application

Permit Type: ☐ Administrative
☐ Temporary Event

Date of Application: _____

Fee: _____

Event Type: ☐ Fair ☐ Sporting Event
☐ Concert ☐ Fireworks *
☐ Craft Show ☐ Car Show

* Application for fireworks must also include a completed request for fireworks display permit application as required by NYS Penal Law, Article 405.00

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**Tax Parcel #:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_  
\_\_\_\_\_

**Proposed Date(s):** \_\_\_\_\_

**Proposed Hours of Operation:** \_\_\_\_\_  
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Owner Information:

Name: _____ Telephone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Applicant Information:

Name: _____ Telephone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I hereby certify that the above statements and other information included in supporting documents are correct and true to the best of my knowledge and beliefs and all statements are made under penalty of perjury.

Signature of Applicant: _____

Date: _____

*****Office Use*****

Date Received: _____

Received by: _____

<u>Requirement</u>	<u>Compliant</u>	<u>Noncompliant</u>	<u>Date</u>	<u>Init.</u>
1. Hours of Operation	_____	_____	_____	_____
2. Noise	_____	_____	_____	_____
3. Traffic, safety and security	_____	_____	_____	_____
4. Sanitary plan	_____	_____	_____	_____
5. Date(s) and hours of activity	_____	_____	_____	_____
6. Program and activities	_____	_____	_____	_____
a) Parking facilities	_____	_____	_____	_____
b) Persons permitted	_____	_____	_____	_____
c) Limiting attendance	_____	_____	_____	_____
d) Stmts. of agreement	_____	_____	_____	_____
e) Signs	_____	_____	_____	_____
f) Fire Department	_____	_____	_____	_____
g) Emergency Plan	_____	_____	_____	_____
1. Food	_____	_____	_____	_____
2. Medical	_____	_____	_____	_____
3. Evacuation	_____	_____	_____	_____
4. Emer. Acc.	_____	_____	_____	_____
h) Weeds	_____	_____	_____	_____
i) Toilet/Hand-washing	_____	_____	_____	_____
j) Water supply	_____	_____	_____	_____
k) Refuse	_____	_____	_____	_____
l) Emergency Medical	_____	_____	_____	_____
m) Lighting	_____	_____	_____	_____
7. Fees Paid	_____	_____	_____	_____
8. Insurance	_____	_____	_____	_____

Application for Administrative/Temporary Event is: _____ Approved _____ Denied

Code Enforcement Officer: _____ Date: _____

